

MINUTES

Logistics Office Training Coordinator Meeting No. 53-4
1400 hours 29 July 1953

Attending:

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[redacted] Supply Division
[redacted] Transportation Division
[redacted] Procurement Division
[redacted] Procurement Division
[redacted] Administrative Staff
[redacted] Coordination & Requirements Staff
[redacted] Logistics Office Training Officer
[redacted] Logistics Office Personnel Officer

Absent:

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[redacted] Real Estate and Construction Division

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1. Logistics Office Training Officer. [redacted] was introduced as the Logistics Office Training Officer, replacing [redacted] who has been reassigned. [redacted] will report for duty approximately 4 August 1953. [redacted] expressed appreciation for the cooperation and work performed by division training coordinators since the Logistics Office Training Program was initiated approximately 3 months ago.

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2. Technical Services Staff Orientation. Announcement was made that arrangements have been concluded with the Training Officer for the Technical Services Staff whereby selected Logistics Office representatives will attend TSS Orientations in the future. These orientations are conducted on a bi-monthly basis and occupy approximately 16 hours during one week. The next orientation will be conducted in late August or early September. [redacted] will notify the LO Training Officer in sufficient time for selection of office representatives who will attend.

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Change in [redacted]
Declassified [redacted]
Class. Changed [redacted]
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5. Basic Intelligence Course. Training Coordinators were requested to submit training requests for persons to attend the Basic Intelligence Course (SUP) or the Administrative Support Course as soon as it is known when individuals will be available. This action is necessary in view of the rapidity with which these courses are being filled. Additionally, this action will assist the Office of Training in determining the number of classes it must conduct in order to meet the demand of Agency components for them.

6. Human Resources Program. Training Coordinations were requested to review the names of persons listed for attendance at the four groups now scheduled and to indicate to the IO Training Officer not later than 7 August 1953 any additional persons who should attend this course because of current supervisory responsibilities or anticipated supervisory assignments.

STAT 7. Defense Department Schools Lectures. Agency regulation [] was reviewed and questions concerning it were discussed. Training Coordinators will furnish the IO Training Officer a listing of the names of individuals within their organization for whom authority is desired to attend Defense Department School Lectures together with essential information for each person concerned. After this authority is obtained, authorized individuals may attend lectures upon notification to the Training Officer not later than 1000 hours of the day preceding the date on which the lecture is given.

STAT 8. Career Service Program. Considerable discussion was held relative to the problem of providing a recognizable career service program for clerical personnel. [] indicated that clerical personnel assigned to the Logistics Office were under the cognizance of the Logistics Career Service Board and that, as such, it was the responsibility of the Logistics Office to monitor their training and

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[redacted]
development and to assure their integration into the Agency Career Service Program. No specific conclusions were reached as to the manner in which clerical personnel would participate in the Career Service Program.

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[redacted]
Logistics Office Training Officer

AS/LO/JAS:lmr (31 July 1953)

Distribution:

- 1 - Office of Chief, Special Staff, Administrative Staff
- 1 - To each LO Division Training Coordinator (5)
- 1 - Director of Training
- 1 - LO/Training File
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